



More Travel Publications on the OCFO Home Page

In the December issue of the *OCFO Bulletin*, we announced the availability of several travel documents on our Home Page. Using Adobe Acrobat, we posted:

DLMS 7, Chapter 1, Temporary Duty Guide.

Department of Labor Temporary Duty Travel Training Guide.

Department of Labor Permanent Change of Duty Travel Guide.

We promised more to come. We are pleased to announce the addition of four more travel publications to the OCFO Home Page. They are:

Department of Labor Long Term Temporary Duty Guide. Contains the latest policy and options available to managers on how to assign staff to long term assignments. Provides advice on how to “make it work” for both the employee and DOL.

Department of Labor Guide to Alternative Travel. Guides employees and managers through the voucher process when an employee elects to combine personal and business travel.

Department of Labor Travel Conference Check List. For managers planning to hold a conference, advice is offered on things to think about and regulations to be followed.

1998 Domestic Per Diem Rate Guide. Contains the latest domestic per diem rates published by GSA in an easy to read format.

You can read or print the documents using Acrobat Reader 3.0. They contain a point and click index and a table of contents linked to the text in the document. In the *Temporary Duty Training Guide*, all of the text is in question and answer format and is cross-linked to the DLMS 7, Chapter 1. For example, a *Training Guide* user can find information by pointing and clicking on the Acrobat index or on a line in the table of contents. If more information is needed, the user can click on the *Training Guide's* text and he/she will be taken to the appropriate reference paragraph in DLMS 7, Chapter 1. The documents are also available in Acrobat Reader 2.1 for those who do not have Windows 95 functionality.

EVENTS CALENDAR

DOLAR\$

03/26/98 March WCF cycle will be run.

PAS PARALLEL TEST

03/05-17/98 Dual pay period adjustment and award/bonus input into PAS and PTPA for pay period 06.

03/19-31/98 Dual pay period adjustment and award/bonus input into PAS and PTPA for pay period 07.

REGIONAL TELECONFERENCE SCHEDULE

<u>Date</u>	<u>Day</u>	<u>Time</u>
04/09/98	Thursday	2:00 p.m.

OPERATIONS, DEVELOPMENTS, AND EVENTS

1. Kenneth Bresnahan and Shirley Malia will be presenters at the Fourth Annual Government Financial Managers Conference which will be held April 5 through April 8 in Orlando, Florida.

The Government Financial Managers Conference is an annual forum for bringing public and private sector executives together to learn about how CFO-CIO partnerships are paying off in improved program management, customer service, administration, and economic performance for Federal Government. Each year's conference covers the issues, opportunities, challenges, solutions approaches, and "what's working and not working" concerning a broad diversity of key initiatives, programs and projects.

Kenneth Bresnahan will conduct a session titled "CFO-CIO Partnerships for Assuring High Performance Employees for the Future." Shirley Malia will be a participant on a panel discussion titled "Year 2000 Conversions--Success Factors and Lessons to be Learned for CFOs, CIOs and Year 2000 Project Managers."

You may find details and registration information about the Conference at:

<http://www.iibt.org/4aigfmc.htm> .

2. Pay Adjustment System (PAS) Parallel Test. We are now in our first payroll cycle of PAS/PTPA parallel test. Testing for pay period 6 began on March 6, 1998, and runs through noon on March 18, 1998. For pay period 7, testing will begin on March 20, 1998, and end at noon on April 1, 1998.

OPERATIONS, DEVELOPMENTS, AND EVENTS

We will begin comparing results of outputs from the two systems on March 19, 1998. Keep those transactions coming!

3. The March WCF cycle will be run on March 26, 1998. Agency redistributions will be allowed March 27 through 31, 1998. The OASAM servicing finance offices should ensure, as much as possible, that WCF expenditures for March have been recorded in DOLAR\$ by March 25, 1998.
4. Regional Transit Subsidy. Regional finance offices may process employees' March reimbursement requests in the Transit Subsidy System (TSS) through 2:00 p.m. Eastern Time on April 16, 1998. The disbursements will be in the employees' bank accounts no later than April 21, 1998.
5. JFMIP's 27th Annual Financial Management Conference, "Vision to Reality: Change, Implementation, and Results" will be held on March 25, 1998, at the Washington, D.C., Hilton and Towers Hotel. Speakers include : David Barram, GSA Administrator; John Koskinen, Chair, President's Council on Year 200 Conversion, and G. Edward DeSeve, Acting Deputy Director, OMB. There will also be 6 panel sessions that have a strong line-up of top government financial management leaders addressing a variety of topics. This Conference offers 7 hours of CPE credits for the low cost of \$100.

Registration forms can be downloaded in pdf format at:

<http://www.financenet.gov/financenet/start/news/test.pdf>

or obtained by contacting Isabelle Howes, USDA Graduate School, at (202) 314-3471 or fax (202) 479-6801. For more information on the program contact JFMIP at (202) 512-9201.

6. New on FinanceNet. The final "CFO Council Cost Accounting Implementation Guide" is now available on FinanceNet and on the VA website at:

<http://www.va.gov/cfo/pubs/costguide/> .

The new "Management Cost Accounting System Requirements" is posted on FinanceNet's JFMIP website at:

<http://www.financenet.gov/financenet/fed/jfmip/reports.htm> .

The GAO report "Managing for Results: The Statutory Framework for Performance-Based Management and Accountability," January 28, 1998, has been posted on FinanceNet website at:

<http://www.financenet.gov/financenet/fed/cfo/gpra/aimd9852.htm>

or

<http://www.financenet.gov/financenet/fed/cfo/gpra/reports.htm#GAO> .

DOLAR\$ AVAILABILITY SCHEDULE

March 16 through April 19, 1998

Following are the dates and hours that DOLAR\$ will be available from March 16 through April 19, 1998. Any Agency Financial Manager or Regional Financial Officer who requires a change to this schedule should call Brenda Kyle at (202) 219-8314, ext. 166, or Naomi Franklin at (202) 219-6660, ext. 142.

MARCH 1998

Mon.,	Mar. 16	through	Fri.,	Mar. 20	-	8:00 a.m. to 8:00 p.m.
Sat.,	Mar. 21	through	Sun.	Mar. 22	-	System Closed
Mon.,	Mar. 23	through	Fri.,	Mar. 27	-	8:00 a.m. to 8:00 p.m.
Sat.,	Mar. 28	through	Sun.	Mar. 29	-	System Closed
Mon.	Mar. 30	through	Tues.	Mar. 31	-	8:00 a.m. to 8:00 p.m.

April 1998

Wed.,	Apr. 1	through	Fri.	Apr. 3	-	8:00 a.m. to 8:00 p.m.
Sat.,	Apr. 4	through	Sun.	Apr. 5	-	System Closed
Mon.,	Apr. 6	through	Fri.	Apr. 10	-	8:00 a.m. to 8:00 p.m.
Sat.,	Apr. 11	through	Sun.	Apr. 12	-	System Closed
Mon.	Apr. 13	through	Fri.	Apr. 17	-	8:00 a.m. to 8:00 p.m.
Sat.,	Apr. 18	through	Sun.	Apr. 19	-	System Closed

FINANCIAL MANAGEMENT TRAINING OPPORTUNITIES

Below are financial management training opportunities being offered by the Center for Applied Financial Management. To read descriptions of the courses, visit the Center's Home Page at the URL below.

<http://www.fms.treas.gov/center/course.html>

You can reserve a space for a scheduled class using the Internet on the Center's Home Page or you may call the Registrar at (202) 874-9560. You can register by faxing a training authorization form to (202) 874-9629. To register by mail, the address is: Financial Education Department, Registrar, The Center for Applied Financial Management, 1990 K Street NW, 3rd Floor, Washington, DC 20006.

All courses, unless noted otherwise, will be held at the Center's training facility located at 1990 K Street NW, Washington, DC.

FASAB COURSES

Survey of Federal Accounting Concepts and Standards

(Basic Provisions and Scope of FASAB Standards No. 1 - 8.)

April 28-30, 1998

June 9-11, 1998

September 15-17, 1998

Managerial Cost Accounting

April 7-8, 1998

June 16-17, 1998

The Revenue Standard/Form and Content Statements

(FASAB Standard No. 7)

May 19-21, 1998

July 28-30, 1998

Property, Plant, and Equipment/Stewardship Reporting

(FASAB Standards No. 6 and 8)

June 22-23, 1998

Federal Asset and Liability Standards

(FASAB Standards No. 1, No. 3, and No. 5)

April 20-21

August 26-27

FINANCIAL MANAGEMENT TRAINING OPPORTUNITIES**TREASURY'S CENTER FOR APPLIED FINANCIAL MANAGEMENT****Accrual World**

March 18-19, 1998
June 25-26, 1998
September 14-15, 1998

Basic Accounting Concepts

April 9, 1998
June 24, 1998
September 28, 1998

Budget Execution Game

March 5-6, 1998
June 1-2, 1998
August 20-21, 1998

Certifying Officers: Your Roles and Responsibilities

April 9, 1998
June 17, 1998
August 31, 1998

Dollars and \$ence: Making Sense of Treasury's Central Accounting Requirements

April 15-15, 1998
September 17-18, 1998

Fundamentals of Cash Management

July 22, 1998
September 16, 1998

Implications of Federal Appropriations Law

April 27-28, 1998
July 13-14, 1998
September 22-23, 1998

Reconciling the Statement of Differences

May 14, 1998
July 23, 1998

Standard General Ledger: (Basic)

April 22-23, 1998
July 6-7, 1998

FINANCIAL MANAGEMENT TRAINING OPPORTUNITIES

Standard General Ledger: (Advanced)

June 3-4, 1998

July 9-10, 1998

Standard General Ledger: Upward and Downward Adjustments

April 24, 1998

July 8, 1998

SF 224: Statement of Transactions

March 10-11, 1998

May 12-13, 1998

June 16-17, 1998

Unlocking Key Reports

March 30-31, 1998

May 18-19, 1998

July 20-21, 1998